

# **Systems Integrator**

## **Computer and Networking**

### **General Purpose:**

Under the general supervision of the Saunders County Board of Supervisors, performs a variety of skilled a technical work associated with operating systems, network communication systems and complex software packages on a multitude of computer platforms.

### **General Functions:**

Troubleshoot servers, WAN/LAN communications and all networking components for the county.

Establish and maintain effective working relationships with clients, County employees, vendors, government agencies, other agencies and the general public.

Implement and monitor network and systems security, virus prevention systems, defense systems, malware and spam control measures.

Plan, install and maintain complex software packages.

Support business solutions using a various technologies including but not limited to networking enhancements, system integration, virtualization and data security.

Plan computer system and network strategies on enterprise level and advise the County Board of needs and implementation strategy.

Conduct Cost/Benefit analysis, ROI and project management for various projects.

Plan, design, organize and implement systems and/or network communications and components.

Monitor, upgrade and tune operating systems on a multitude of platforms.

Optimize the network by monitoring performance, diagnosing and troubleshooting network problems or outages and scheduling upgrades.

Debug, test and patch operating systems as necessary.

Design, organize and implement backup methods, procedures and strategies for all computers and/or servers owned by the county.

Confer with Elected and/or Appointed Officials, department representatives and none county agencies to assess network system needs. Explain possible solutions and recommend additions or modifications to achieve the desired outcome.

### **Peripheral Duties:**

Prepare an annual County Information Technology budget for the updates and purchase of hardware and software needed to keep the network system compatible with current technology.

Perform other duties assigned by the County Board including participation in employee committees.

**Minimum Qualifications:****Education and experience:**

Bachelor's Degree in Computer Science, Information Technology or closely related field from an accredited University/College.

Combination of training, education and experience that would provide equivalent knowledge, skills and abilities may be considered for the education and experience stated herein.

**Necessary Knowledge and Skills:**

Extensive knowledge of networking theory, principals, practices and protocols, including but not limited to; TCP/IP, DNS, FTP, HTTP, HTTPS, LDAP and routing.

Considerable knowledge of and ability to use numerous computer and network operating systems, such as Windows operating systems, VMWare, and mobile computer platforms (e.g., iOS, Android, etc.). Also, networking components and infrastructure including routers, firewalls, switches, servers, and iSCSI and wireless technology.

Must be able to:

1. Analyze and solve highly technical issues
2. Successfully troubleshoot and correct network and operating systems issues
3. Demonstrate initiative, exercise good judgment and achieve results
4. Initiate and execute projects in accordance with project management methodology
5. Carry out assignments to completion within time constraints and meet deadlines
6. Design and document network(s) and components
7. Multi-task and adapt to changing priorities and new technologies
8. Communicate effectively, in English, both verbally and in writing
9. Maintain and protect confidential and sensitive information
10. Operate standard office equipment including, but not limited to: multiline phone, computer, specialized software, printer, scanner, copier, fax and other electronic devices

**Physical Demands:**

To successfully perform the essential functions of this job, an employee is frequently required to sit/remain stationary, walk/move around, talk and/or hear (i.e., communication/exchange information) and operate/manipulate equipment, (i.e., use hands to finger, handle or feel objects, tools or controls). The employee is occasionally required to stand, stoop, kneel, crouch, crawl, climb, bend and reach without limitation. The employee must be able to frequently lift and/or maneuver up to 10 pounds, and occasionally lift and/or maneuver up to 25 pounds.

Required sensory abilities include vision and hearing. Visual ability must be correctable to normal ranges including close, distance, depth and color as well as focus. Communication ability includes the ability to talk (verbal exchange) and hear within normal ranges. Employee must be able to exert sustained concentration for several hours at a time. Noise levels are typically moderate.

Work is performed in and around county structures. Employee must be able to move between structures in all types of weather conditions. Work may be fast paced when dealing with priorities and time constraints.

**Work Hours:**

Normal work hours would be 8:00 AM to 5:00 PM Monday through Friday, but shall be flexible based on emergencies which will arise from time to time. Work hours may include evenings, weekends, call-ins and holidays. The nature of the county business makes it necessary for the I.T. person to be on call 24/7 when emergencies arise.

**Selection Guidelines:**

Formal application, rating of education and experience, interview, reference checks, successful completion of a national criminal background check, successful completion of a pre-employment drug screening and other job related tests or checks as necessary.

**Disclaimer:**

The job description is current as of the date signed. Any omission of specific statements does not exclude them from the position if they are similar, related or logically assigned to the position.

The job description does not constitute an employment agreement between Saunders County and an employee and is subject to change by Saunders County as the needs of the County and requirements of the job change.

**Applicant Certificate:**

I acknowledge that I have read and understand the job requirements contained herein and that I am qualified to perform said requirements.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Saunders County: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_